

PROPERTIES COMMITTEE MINUTES

February 13, 2018

Present: Ellen Daugherty, Phil Fry, Brad Hall, Ginny Mever, Roger Nelson, Dave Stobbs
Excused: Jon Hauerwas

The **meeting** opened at 7 PM with prayer by Roger Nelson.
The **minutes** of the January 9, 2018 meeting were approved.
The **agenda** was approved.

Financial reports were e-mailed. Our budget was increased due to an increase amount of cleaning and paper supplies and electric usage.

For the Record:

- 1) Motion to approve the Temperature Control contract was approved by session for \$1700.
- 2) Motion to replace selected smoke detectors was approved by session for \$4500. We may have required lift delivered instead of picking it up.
- 3) Session approved replacing the kitchen refrigerator for \$4701. Roger moved that we take \$2996.77 from the kitchen fund and remaining amount from the Patterson Fund to pay for it. Motion passed and will be taken to Session for approval. The new refrigerator is of a better quality and warranty.
- 4) Dave was thanked for fixing the stall door in Ohio Living bathroom and will fix the door in the new men's bathroom.

Issues in Progress:

- 1) Custodial update - It was moved that the hourly rate for full time custodian be between #18 - \$23 per hour plus benefits. Candidate now under consideration will start at \$19, be evaluated in 90 days, increased to \$20 upon positive performance. Motion will be taken to Session. There was discussion about requiring a drug screen but no action taken.
- 2) Handicapped signs – Nine additional signs are expected to arrive next week plus the sign informing people of handicapped parking in the rear. Jon will be asked to make an announcement. Info to be in bulletin – ALL parking in the rear will be handicapped.
- 3) Maintenance – Roger will contact Allen Drain to make arrangements to have the drains jetted (last done 9/16) and Koslowski to clean gutters, downspouts, and check slate roof.
- 4) Roger moved that we approve the carpet contract with Messina at a cost of \$2200. Motion passed and to go to session.
- 5) Sanctuary floor – Roger will develop a scope of project and costs to facilitate evaluating quotes. We have 2 quotes. Dave will contact another company for a third. The electrical boxes on the floor may carry cables related to the sound system. Roger will verify if they are connected and/or if they are still needed. We expect to have all the bids in the next couple of weeks then take issue to session. Goal is to start project in June.
- 6) Security cameras – Discussion postponed until the next meeting. We have several bids.

- 7) Ceiling in youth office. Insurance money was received to take it down. Alternatives for replacing it are under discussion.

New Business:

- 1) Building use - a) Denise Howell has requested to use the sanctuary May 20 from 12:30 to 4 for a recital. Motion was made and passed to charge her a reduced room rate of \$50. b) Request to borrow 100 chairs was denied.
- 2) 2. Ohio Living door lock is broken – PRODOOR has been contacted and suggested a latch lever. It was moved and passed that it be replaced with a lever instead of knob at the cost of \$328 plus labor and installation. Ohio Living will be billed, as they are the only people using this door and deemed responsible for breakage.
- 3) Mark Preebe will fix the electrical line in the kitchen due to coffee pot misuse.
- 4) Concern has been expressed about the damaged wall leading to the choir room. Phil Fry offered to fix it.
- 5) Request to move the playground was denied. Approximate cost is \$23,000.
- 6) Request to replace the current information sign in the front yard with an electrical sign was denied. There is a zoning question plus we do not have the funds.
- 7) Custodian coverage for funerals was discussed due to excessive litter throughout the building after a recent reception

Meeting adjourned at 9:15 PM.

Next meeting is scheduled for March 13, 2018 at 7 PM in the Library.

Ellen Daugherty

MOTIONS FOR SESSION

1. Motion to permit Denise Howell to use the sanctuary on Sunday, May 20 for a recital from 12:30 to 4 at a reduced rate of \$50.
2. Motion to set regular custodian hourly rate at \$18-\$23 plus benefits.
Candidate under consideration should start at \$19 and be evaluated at 90 days.
Upon successful report be raised to \$20.
3. Motion to approve annual carpet cleaning by Messina for \$2200 (four cleanings)
4. Motion to pay for new kitchen refrigerator – total cost \$4701. Money to come out of Kitchen Renovation Fund for \$2996.77 and remainder out of Patterson fund.